

Introduction to Healing Touch / Fundamentals Class Checklist

Facility

- □ Facility with a minimum of 1200 square feet
- Chairs (preferably padded)
- □ 3 tables (for registration, products & refreshments)
- Restrooms (porta-potty rental, if necessary)
- Adequate heating/air
- Clock (large enough for instructor to see during class)
- Emergency Escape Plan posted

Office Supplies

- □ Name tags
- Pens
- Scotch tape

Course Supplies

- Final Student Roster
- HTA brochures/marketing cards
- Coordinator business cards
- □ Signage—Ask Facility
- First aid kit
- Paper towels
- □ Kleenex
- Trash bags

Refreshments

- Bottles of water
- Hot water for tea/coffee
- □ Assorted teas/coffee
- □ Ice/Cooler if needed
- □ Snacks/fresh peelable fruit
- Plates
- Plastic ware
- **Napkins**
- Cups with lids for coffee/tea



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Small Animal Class Checklist

Facility			Wooden spoon (Level 2)
	Facility with a minimum of 1500 square feet		Stuffed animals (Level 3)
	Potty area for the dogs		
	Chairs (preferably padded)	Refr	eshments
	3 Tables – (1 for refreshments & 2 for HTA products)		Water (individual bottles work best as they are spill proof & unbreakable)
	Restrooms (porta-potty rental, if necessary)		Hot water for tea/coffee
	Adequate heating/air		Assorted teas/coffee
	Clock (large enough for instructor to see		Ice
	during class)		Cooler(s)
Offic	Emergency escape plan posted		A plate of cookies and/or crackers & cheese, seasonal fruit (apples, bananas, grapes, oranges, etc.)
	Student name tags		Breakfast bars (all snacks should be pre-
	Dog name tags	_	packaged for sanitary purposes $-$ <u>NO</u>
	Markers		chocolate during the Small Animal Class)
	Pens		Bagged nuts/trail mix
	Scotch tape		Cheese sticks
	Scoten tape		Plates
Course Supplies			Plastic ware
	Final Student Roster		Napkins
	HTA brochures/marketing cards		Cups
	Coordinator business cards	_	_
	Signage	Perso	
	Dog poop bags		Gum/breath mints
	First aid kit		Extra clothing
	Paper towels		Chap stick
	Kleenex		Eye drops
	Trash bags		Allergy medications
	Hand sanitizer (individual packets are best		Cell phone
	Two boxes of corn starch (Level 2)		Camera
	Mixing bowl (Level 2)		



Large Animal Class Checklist

Facility

	Facility large enough to accommodate		Coordinator business cards
_	students		Signage
	Enough horses to provide hands-on experience		First aid kit
	(3-4 students per horse)		Hand sanitizer (individual packets are best)
	An area for the participants to sit during the		-
_	HTA lecture	Refre	eshments
	An area to move indoors in poor weather		Water (individual bottles work best as they
	Chairs - (rent chairs if necessary)		are spill proof & unbreakable)
	1 Table for refreshments: HTA products are		Hot water for tea/coffee
	not typically displayed during the Large		Assorted teas/coffee
_	Animal Class		Ice
	Restrooms (porta-potty rental, if necessary)		Cooler(s)
	Adequate heating/air		A plate of cookies and/or crackers & cheese,
	Clock (large enough for instructor to see	_	seasonal fruit (apples, bananas, grapes,
_	during class)		oranges, etc.)
	Emergency escape plan posted		Breakfast bars – All snacks should be pre-
••••	a v		packaged for sanitary purposes
<u>Offic</u>	<u>e Supplies</u>		Bagged nuts/trail mix
	Name tags		Plates
	Markers		Plastic ware
	Pens		Napkins
	Scotch tape		Cups
	Paper towels		Cups

- Kleenex
- Trash can
- Trash bags
- **Recycle container**
- □ Note pads

Course Supplies

- Final Student Roster
- □ Registration forms for the next HTA Level
- HTA brochures/marketing cards